

Housing Trust Fund Charlotte Business Inclusion Program Goals

City of Charlotte Business INclusion Program (CBI): The Charlotte Business INclusion program promotes diversity, inclusion, and local business opportunities in the City's contracting and procurement process for Minority, Women, and Small Business Enterprises (MWSBEs) headquartered in the Charlotte Combined Statistical Area (CSA).

The City of Charlotte is committed to promoting opportunities for maximum participation of certified MWSBEs on City funded contracts at both the Prime and Subcontract level. For MWSBE participation to count towards a Goal, MWSBEs must meet both the certification and geographic requirements as defined in the CBI Policy. The CBI goal matrix is as follows:

HTF Award Amount	Minimum Goal
Under \$500,000	Two Percent (2%)
Between \$500,001 and \$1,000,000	Four Percent (4%)
Between \$1,000,001 and \$2,000,000	Six Percent (6%)
\$2,000,000 and above	Eight Percent (8%)

Definitions:

- *Minority Business Enterprise (MBE):* Refers to a Business Enterprise that: (a) is certified by the State of North Carolina as a Historically Underutilized Business (HUB) within the meaning of N.C. Gen. Stat. 143-128.4; (b) is at least fifty-one percent (51%) owned by one or more persons who are members of one of the following groups: African American or Black, Hispanic, Asian, Native American or American Indian; and (c) is headquartered in the Charlotte Combined Statistical Area.
- *Small Business Enterprise (SBE):* Refers to a Business Enterprise that is certified by the City of Charlotte under Part E of the CBI Policy as meeting all of the requirements for SBE certification
- *Women Business Enterprise (WBE):* Refers to a Business Enterprise that: (a) is certified by the State of North Carolina as a Historically Underutilized Business (HUB) within the meaning of N.C. Gen. Stat. 143-128.4; (b) is at least fifty-one percent (51%) owned by one or more persons who are female; and (c) is headquartered in the Charlotte Combined Statistical Area.
- *Charlotte Combined Statistical Area (CSA):* Refers to the Charlotte-Gastonia- Salisbury Combined Statistical Area in effect as of April 8, 2013

consisting of; (a) the North Carolina counties of Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, and Union; and (b) the South Carolina counties of Chester, Lancaster, and York. This is one criterion used by Charlotte Business INClusion to determine eligibility to participate in the program.

- **MWSBE:** Refers to SBEs, MBEs and WBEs as a collective. In some context it means all SBEs, MBEs, and WBEs, and in other contexts it means one or more categories of SBEs, MBEs, or WBEs.
- **MWSBE Goal:** The term MWSBE Goal depends on the context. If a Contract has separate Subcontracting Goals, MBEs, WBEs, and/or SBEs, the term MWSBE is a shorthand way to refer collectively to all MBE, WBE, and SBE Goals set for the Contract. In some instances, the City may set one combined goal for MBEs, WBEs, and/or SBEs on a Contract, in which event the term MWSBE Goal refers to that one, combined goal. In the latter instance, calculated as a percentage, the MBE, SBE and WBE Goal represents the total dollars spent with MBEs, SBEs and WBEs as a portion of the total Bid or Proposal amount, including any contingency.
- **Proposal:** Refers to the proposal submitted by a Developer for the Services as outlined in this RFP.
- **Subcontracting Goals:** Refers to the SBE, MBE, WBE, and MWSBE Goals established by the City for a Contract.

Additional information for Developers

- Read the CBI policy online at www.charlottebusinessinclusion.com
- Access the MWSBE vendor list at www.charlottebusinessinclusion.com
- Utilize CBI staff to become familiar with all pertinent forms and templates
- Attend all pre-bid meetings to ask questions and become familiar with the City's CBI policy
- Attend CBI Orientation Sessions
- Visit the Housing & Neighborhood Services web site to view the latest HTF/CHOIF Request for Proposal (Link is below)
- <https://charlottenc.gov/HNS/Housing/RFP/Pages/Requests%20For%20Proposals.aspx>

Charlotte Business INClusion Program Contact Information:

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City Procurement

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